



# Temporary Opportunity

(approximately 12 months)

**Position:** Para Bus Dispatcher  
**Job Posting:** 017-017-2021  
**Department:** CDES  
**Division:** Transit  
**Status:** Temporary Full Time

**Wage Range:** \$24.35 – \$27.77  
**Job Class:** 5  
**Shifts:** 35 hours/week  
**Posted:** April 14, 2021  
**Closes:** April 19, 2021, 4:30pm

## **Primary Duties and Accountabilities include but are not limited to:**

- Schedule Para Bus passengers for pick up and returns.
- Record and communicate transportation requests from the public.
- Respond to calls (messages and emergencies) from Operators and Inspectors on two-way radio or telephone.
- Respond to initial enquiries or complaints from the public regarding Para Bus.
- Answer queries on the Para Bus application process and how the Para Bus system operates.
- Assist in clerical duties related to Para Bus dispatch, as assigned.
- Perform other related duties as assigned.

## **Qualifications:**

- College Diploma in a related field.
- One (1) year administration experience
- Working knowledge of two-way radio.
- Computer literacy in a Microsoft including experience in Excel, Word and Outlook, and keyboard skills.
- Work effectively and efficiently as a team member in a fast paced environment.
- Organize time effectively to perform the duties of the position.
- Meet and interact with people in a pleasant, professional and responsible manner.
- Ability to read, write and communicate to perform the duties of the position.

**To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:**

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** 017-017-2021 Para Bus Dispatcher

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.